

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	SOL-306-17-000034-OHN
2. ISSUANCE DATE:	March 20, 2017
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	April 02, 2017
4. POSITION TITLE:	Program Development Specialist
5. MARKET VALUE:	GS-12 (\$62,722 - \$81,541) In addition 35% post differential and 35% danger pay is currently authorized at this location.
6. PERIOD OF PERFORMANCE:	13 months with an option for renewal
7. PLACE OF PERFORMANCE:	USAID/Afghanistan
8. SECURITY LEVEL REQUIRED:	Moderate Risk Public Trust

9. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract**

The U.S. Agency for International Development (USAID) Mission to Afghanistan is seeking a Program Development Specialist to provide services in the Office of Health and Nutrition (OHN). USAID/Afghanistan is USAID's largest bilateral portfolio in the world, with over \$13 billion spent on development programs since 2002. USAID focuses on building the capacity of the Afghan government, people, private sector, and civil society to take ownership of long-term development and reconstruction efforts. USAID's strategy in Afghanistan focuses on three major areas: (1) expanding sustainable agriculture-led economic growth; (2) maintaining and enhancing gains in health, education, and the empowerment of women; and (3) improving the performance and legitimacy of the Afghan government. With a new CDCS under development and a reducing development footprint in country, USAID continues to redefine its dynamic relationship with the Government and people of Afghanistan for maximum development results.

The incumbent serves as the OHN Program Development Specialist. The incumbent works under the direct supervision of the OHN Director (or designated Foreign Service Officer (FSO) Program and Operations Lead) and as part of a five-person unit, provides strategic direction to a number of OHN strategic planning processes, including program budgeting, project design, monitoring and evaluation, reporting, and audits for one of USAID's largest health portfolios in the world. Duties are of significant scope and complexity, and require specialized knowledge of USG programming, including policies, procedures, and documentation related to all areas of the program cycle.

The incumbent is expected to liaise with, support, and brief the OHN technical staff and Director, the Office of Program and Project Development (OPPD), the Office of Acquisition and Assistance (OAA), the Office of Financial Management (OFM), the Office of Management (OM), and the USAID Front Office on a regular basis. Furthermore, the incumbent is expected to serve as a mentor and senior advisor for the program support team.

The Program Development Specialist is located in OHN and serves as the liaison between the USAID support offices and the OHN technical units.

The incumbent will establish effective working relationships within USAID and the United States Government (USG) as well as the Government of Islamic Republic of Afghanistan (GIROA) and international donor community, when appropriate. The nature of the position requires that the individual be highly knowledgeable of USAID's development assistance programs, reporting systems, policies, and budget in order to effectively represent the Agency among the various entities.

2) Statement of Duties to be Performed

a) Technical Leadership, Mentoring, and Management Support

As the Program Development Specialist, provides day-to-day strategic support and advice for a team of four: a Monitoring and Evaluation (M&E) Specialist (FSN), a Program Assistant (FSN), a Development Outreach and Communications Specialist (EFM), and a Budget Assistant (FSN). The incumbent will provide guidance and mentoring to team members on M&E, budget, development outreach and communication (DOC), and audit-related functions. Where appropriate and in conjunction with the Program Unit Lead, the incumbent will assign work to team members based on OHN and Mission priorities. The incumbent will liaise with the Office of Financial Management (OFM), the Office of Acquisition and Assistance (OAA), and the Office of Program and Project Development (OPPD) on project design, monitoring and evaluation, procurement planning, audit reporting, and financial planning. The incumbent will provide coverage for Program Support Team responsibilities if/when other positions are vacant.

b) Information gathering and dissemination

The incumbent will work with a variety of people to arrange, facilitate, and document discussions related to the OHN portfolio of existing and/or planned projects. Duties include: arranging and/or facilitating USAID evaluations and assessments of program successes and challenges; review and analysis of country and program data; drafting issues papers; arranging or participating in other formal and informal meetings and discussions regarding outreach and communication of program performance; new project designs and modifications of existing projects; participating in meetings with officials from the Government of the Islamic Republic of Afghanistan, donor organizations, private sector entities, and other development entities documenting information from key meetings and discussions to ensure these are taken into account in support of overall portfolio management.

c) Reporting and Documentation

The incumbent will be responsible for ensuring the documentation for new project designs and modifications of existing projects is fully compliant with Agency and Mission-specific rules, as well as with recommendations of the Special Inspector General for Afghanistan Reconstruction (SIGAR) and USAID's Office of the Inspector General (OIG). Duties include: reviewing and drafting Concept Papers, Project Appraisal Documents, Action Memos, Project Authorizations, Results Frameworks, required analyses (gender, sustainability, etc.), required pre-obligation documents, and other design documentation; and facilitating the clearance process for design and/or reporting documents that often involve USAID/Washington staff and interagency colleagues at the U.S. Embassy in Kabul.

d) Training and Mentoring Staff

The frequent turnover of Foreign Service Nationals/Eligible Family Members (FSN/EFM) staff at USAID/Afghanistan means that quickly and effectively training new staff is critical to enable those staff to make meaningful contributions to OHN's work. The incumbent will train and mentor staff in all aspects of providing program support in the areas of reporting and documentation, monitoring and evaluation, and budget analysis, including but not limited to the USAID Program Cycle, USAID's Project Design Guidance, pro-obligation procedures, and effective backstopping of OHN teams. The incumbent will endeavor to involve staff extensively in OHN's work, exposing them to increasing levels of responsibility, substance and independence.

e) Support to OHN Program and Technical Unit Leads and OHN Director

The incumbent assists the OHN in responding to various tasks from Washington, USAID/Afghanistan Management, and support offices. This includes coordinating with OHN technical staff, as well as Program Unit staff, to compile and compose responses to queries on a variety of topics, including queries with urgent deadlines.

3) USAID Consultation or Orientation (if applicable)

The selected applicant shall proceed to the Washington DC area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if not completed within the past five years) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT/FAM is mandatory training for Afghanistan.

4) Supervisory Relationship

The incumbent serves as the OHN Program Development Specialist. The incumbent works under the direct supervision of the OHN Director (or designated Foreign Service Officer (FSO) Program and Operations Lead) and as part of a five-person unit, provides strategic direction to a number of OHN strategic planning processes, including program budgeting, project design, monitoring and evaluation, reporting, and audits for one of USAID's largest health portfolios in the world.

5) Supervisory Controls

The incumbent has latitude in planning his/her work schedule, and independently performs all assigned duties and responsibilities. The OHN Director or designee provides orientation to the incumbent as well as supervision and guidance on policy, program objectives and priorities. The incumbent is able to exercise significant, independent professional judgment with minimal supervision and guidance. S/he performs under administrative discretion with latitude for the exercise of independent judgment and performing work of great difficulty and responsibility.

10. PHYSICAL DEMANDS:

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

11. POINT OF CONTACT:

All applications must be submitted electronically by e-mail with the subject line **SOL-306-17-000034-OHN Program Development Specialist** to: kblaidpscjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation at any time but prior the closing date mentioned above unless revised. The highest ranking applications may be selected for an interview.

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a. Education:** A Master's degree in public health, international development, business administration, communications, public administration or another relevant subject is required. (Educational requirement must be met at the time of application for the subject position).
- b. Work Experience:** At least 10 years of relevant work experience which demonstrates increasing responsibility for documenting program success and challenges, analyzing and evaluating programming and budget issues, financial management activity, coordination, and guiding multifaceted analytical and project management efforts for a complex international assistance organization.

At least six years of progressively responsible, professional-level experience leading teams working on international development in the area of program monitoring and documentation for donor organizations, non-governmental organizations or public/private sector institutions. This experience should include as much of the following as possible:

- Experience with a range of development issues, such as gender constraints to development, agriculture, economic growth, environment, democracy and governance, health, nutrition, and education
- Experience leading or working with large project monitoring and evaluation efforts in a developing country context
- Experience working with a team of individuals with diverse skills and interests
- Proven training and mentoring skills

- Demonstrated success in mentoring and/or coaching staff in project management and/or developmentExperience working for USAID or another international development organization or non-governmental organization in an overseas context.

(Work experience requirements must be met at the time of application for the subject position).

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors listed in paragraph 2, below, in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS:

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

To meet basic eligibility requirements, the applicant must:

- Be a Third Country National Personnel Service Contractor (TCNPSC). "Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses. ⁱ
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to attain Medium Risk/Public Trust employment authorization;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

2. EVALUATION FACTORS:

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1 typewritten page) per factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically

address the Evaluation Factors may result in the applicant not receiving full credit for pertinent experience.

FACTOR #1: Monitoring & Evaluation Skills:

Please describe your experience leading or working with large project monitoring and/or evaluation efforts in a developing country context.

FACTOR #2: Communications:

Please describe your experience in mentoring and/or coaching staff. Specifically outline your experience mentoring staff in project management and/or development.

FACTOR #3: Problem Solving:

Please describe how you effectively utilized project management skills to lead programmatic changes and improve a development project's results.

3. BASIS OF RATING:

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors:

Factor #1	10 points
Factor #2	10 points
Factor #3	10 points

Interview Performance: 70 points

Interview questions will revolve around the candidate's propensity to:

- Demonstrate a strong sense of teamwork and interpersonal skills needed to work within a multi-cultural work environment. Demonstrate an ability to work collaboratively, manage several important tasks simultaneously, and take initiative and be creative in solving problems.
- Demonstrate relevant work experience with increasing responsibility for documenting program success and challenges, analyzing and evaluating programming and budget issues, financial management activity, coordination, and guiding multifaceted analytical and project management efforts for a complex international assistance organization.
- Demonstrate high level (fluent) speaking of English language.
- Demonstrate a thorough understanding of USAID policies and procedures related to the program cycle. The incumbent will be expected to demonstrate familiarity with development programs and strategies that are working to promote health service delivery, knowledge of U.S. Government legislation, USAID reporting, programming,

and budget policies, methodology, procedures, and documentation related to development assistance.

- The ability to explain and defend USAID programs, budgets, policies, objectives and procedures.

Satisfactory Professional Reference Checks: Pass/Fail (no points assigned).

Total Possible Points: 100

IV. APPLYING

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website: www.usaid.gov/sites/default/files/documents/1866/a302-3.doc;
2. A current curriculum vitae (CV) or resume;
3. A minimum of three (3) professional references, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor;
4. A written statement that addresses the Evaluation/Selection Criteria in this solicitation, and how the applicant believes their experience and skills meet or exceed these criteria. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
5. Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide education documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.

The Agency retains the full right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
4. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a Third Country National shall be eligible for any of the listed fringe benefits to include health and life insurances, differentials and allowances.]

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (Applicable to employees meeting eligibility requirements)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs

AAPDs and CIBs contain changes to USAID policy and the PSC General Provisions in accordance with USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs and CIBs apply to this contract. Additionally, AIDAR Appendixes D applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

Only short listed candidates will be contacted.

ⁱ **ADS 309.3.3 a**

“United States Personal Service Contractors takes hiring preference over Third Country National Personal Service Contractors.” USAID/Afghanistan staffing limitations require this solicitation to be open to Third Country Nationals only.